

Agenda Item: 12-5B.1

Meeting Dates: August 11 and 12, 2004

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR
OR DESIGNEE TO ENTER INTO A CONTRACT WITH
THE ASSOCIATION OF BAY AREA GOVERNMENTS**

Summary: This resolution would authorize the Director or designee to enter into a contract with the Association of Bay Area Governments (ABAG), to continue to provide scientific expertise, management and technical support for the Science and other CALFED Programs. This contract will continue providing technical, communication and management support for the Science and Ecosystem Restoration Programs. In addition, collaborative research projects aimed at high-priority informational needs outlined in the Science Program's Multi-Year Program Plan, science agendas and requests for proposals could be included.

Recommended Action: Staff recommends that the Authority adopt the attached Resolution 04-08-08, authorizing the Director or designee to enter into a contract with ABAG for the CALFED Science Program.

Background

ABAG is a Joint Powers Authority comprised of 84 cities and 9 counties within the region of the 9 counties of the San Francisco Bay Area. Because of ABAG's experience with ecosystem management and intergovernmental collaboration, the CALFED Science Program approached them in 2001 to work collaboratively on mutually beneficial goals. Currently ABAG provides scientific expertise, technical and communication support to the Science, Drinking Water Quality and Ecosystem Restoration Programs through a three-year, \$23 million contract. This contract ends May 30, 2005.

The proposed contract will become effective May 1, 2005 and will allow ABAG to continue providing expert panels, technical scientific support, communication and management expertise for the Science Program. This includes CALFED-wide science activities, as well as scientific work within individual programs such as Ecosystem Restoration, Drinking Water Quality, and Water Use Efficiency. Tasks include: (1) providing scientific expert panels, boards and advisors; (2) organizing workshops, meetings, the biennial CALFED Science Program and State of the Estuary

Conferences; (3) organizing and managing technical and administrative support to the expert advisors, boards and researchers; (4) providing communication support for the Science Program, including design and maintenance services for its digital journal and communicating scientific information to multiple audiences through the Science Program website and regular "Science in Action" inserts in *ESTUARY*, a publication of the San Francisco Estuary Project and the Friends of the SF Estuary; (5) providing administrative and management support for the Science Program's peer review process; (6) providing management, administrative and organizational support for the Bay-Delta Science Consortium; and (7) providing organization, administration and technical support for scientific research projects including ecosystem restoration research.

The proposed contract with ABAG is for a period of seven years. Funding for activities covered by this agreement will be encumbered annually based on the specific needs in that year, not to exceed \$24 million. The new contract will ensure that collaborative and comprehensive management of CALFED science-related issues continue to be provided in a cohesive and consistent manner by an organization that has a strong and positive history of working with many CALFED agencies and can provide continuity for existing projects.

This contract will be subject to approval by the Department of General Services.

Fiscal Information

Funding Sources: Proposition 50 and Proposition 204

Term: May 1, 2005 to June 30, 2012

Total Amount: Not to exceed \$24,000,000

List of Attachments

Attachment 1 - Proposed Scope of Work
Resolution 04-08-08

Contact

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Association of Bay Area Government

Proposed Scope of Work

Background

CALFED. CALFED refers to the consortium of State and Federal agencies described by Water Code Section 78501, also those additional agencies described in the ROD, dated August 28, 2000, that will participate in implementing the CALFED programmatic plan. The CALFED Science Program was established to provide a comprehensive framework and develop new information and scientific interpretations necessary to implement, monitor, and evaluate the success of the CALFED Program, and to communicate to managers and the public the state of knowledge of issues critical to achieving CALFED goals. The Science Program is not directly involved in making regulatory decisions, but rather in ensuring that CALFED, and the CALFED agencies, are incorporating the best available scientific knowledge into activities and decisions that are made, as well as continuously working toward narrowing scientific uncertainties, bettering knowledge, and advancing the debate. The CALFED Science Program serves as a science clearinghouse for the CALFED agencies and identifies and articulates areas of scientific uncertainty relevant to key issues.

Association of Bay Area Governments (ABAG). The Association of Bay Area Governments (ABAG) is comprised of eighty-four (84) cities and nine (9) counties within the region of the nine (9) counties of the San Francisco Bay Area; it exists as a separate entity by a Joint Powers Agreement. ABAG was established to protect local control, plan for the future, and promote cooperation on area wide issues. ABAG provides institutional support for multi-agency planning, environmental, and scientific projects in one of the regions within CALFED's solution area. ABAG is also a partner and fiscal agent for the San Francisco Estuary Project (SFEP), which is directly responsible for the work conducted under this contract.

SFEP is a unique, collaborative program – a partnership of local, State and Federal agencies and stakeholders. In 1986-87, US Environmental Protection Agency (EPA) established SFEP in a partnership with the State Water Board under the Clean Water Act's Section 320: National Estuary Program (NEP). There are 28 programs like SFEP around the country. The purpose of each NEP is to convene a management conference of local, State, Federal agencies and stakeholders to determine and prioritize the problems in their estuary and develop and implement a Comprehensive Conservation and Management Plan (CCMP) to address those problems through a consensus-based process. The NEP was based on the Chesapeake Bay and Great Lakes Programs, two successful predecessors in ecosystem management. The SFEP's geographic scope is the 12 Bay – Delta counties.

Because of ABAG's experience with the Environmental Management Plan (EMP) for the San Francisco Bay Area in the 1970s and other related activities, the US EPA and the State Water Board asked ABAG in 1986-87 to provide technical, public involvement and administrative support for SFEP. During the five years that the CCMP was developed, ABAG housed and staffed SFEP along with EPA staff. The 235-page CCMP was completed in 1993, approved by the Governor and US EPA Administrator, and signed by 45 agencies and stakeholders that committed to carrying out the Plan. The CCMP presents a blueprint of 145 specific actions to restore and maintain the chemical, physical and biological integrity of the Bay and Delta. This comprehensive vision was a first-of-its kind for Northern California, a precursor to CALFED.

After the CCMP was signed, the San Francisco Bay Regional Water Quality Control Board was named the lead agency for implementing the CCMP and SFEP moved its office to the Regional Water Board. To provide continuity, ABAG continued to manage and staff SFEP at the Regional Water Board. An MOU exists between the two agencies agreeing on their roles and that they will cooperate in carrying out their own mandates as well as the CCMP.

SFEP and ABAG's ecosystem goals and science needs overlap and are compatible with CALFED's goals. Under the current contract to DWR, ABAG provides institutional support for multi-agency planning, environmental and scientific projects in the regions within CALFED's solution area. SFEP has presented ten biennial State of the Estuary Conferences exploring the most current science issues related to the health of the Bay-Delta Estuary and partnering with the various CALFED agencies and top scientists working on estuarine research. In addition, SFEP and ABAG have organized workshops and symposia on varied and diverse topics related to CALFED program priority areas (habitat, dredging, invasive species, watershed management, preventing pollution, diversion of freshwater flows, water quality, agricultural drainage, fish contamination, fish and wildlife, etc.) Target audiences for these workshops/symposia included scientists, local elected officials, general public, decision-makers, academics and stakeholders. ABAG's familiarity and understanding of CALFED issues and their active involvement with the scientific experts connected with these issues provides the background necessary to implement scientific studies and projects and to respond to priority issues in a timely and effective manner.

General Statement of Work

A core principle of the CALFED Science Program (CSP) is to integrate scientific practices *throughout* CALFED programs. This requires:

- Establishing peer review as a normal practice in selecting proposals and finalizing written reports and analyses;
- Conducting reviews of program actions and strategies based on new knowledge (adaptive management & performance assessment);

- Creating and supporting partnerships between agency and academic scientists to bring additional talent and expertise to bear on tasks such as data analyses and experimental design, utilize the local knowledge of agency scientists, provide problem-oriented training and mentorship, and increase the submission of agency interpretive reports to peer reviewed journals;
- Providing ongoing, detailed technical advice on monitoring and assessment of individual CALFED projects, and analyzing and presenting performance data; and
- Further the integration of scientific practices, through utilization of scientific expertise, into other CALFED programs.

In addition to the specific work requirements outlined above, coordination and oversight of related activities is essential to achieve scientific integration as outlined in the ROD. The work requires ABAG to provide comprehensive management of the technical scientific expertise including science boards, expert scientific advisors, expert panels, peer review and scientific workshops for environmental and scientific projects. Experience with scientific experts, and an understanding of interrelated scientific issues are essential.

Tasks, Deliverables and Timelines

Task 1. Management of existing Ecosystem Restoration Program and Independent Science Boards; Establish any needed Expert Panels; Identify and Retain Expert Advisors, Review Committees, and Workgroups

The ROD calls for the establishment of a CALFED-wide Science Board. ABAG has a long history of involvement in collaborative ecosystem management, including management of the existing CALFED Independent Science Board (ISB) and Ecosystem Restoration Program (ERP) Science Board. The ERP and ISB, established under the previous contract, will continue to be administered by ABAG. In addition, ABAG will establish standing expert panels to respond to ERP and ISB related requests for information involving but not limited to the review of complex interdisciplinary and inter-program scientific products and proposals and to review data-based performance measures and associated assessments of the entire CALFED Program.

ABAG will manage and oversee the technical and organizational support for the board or panel. The work requires a comprehensive knowledge of a variety of scientific disciplines as well as high level knowledge of the science-related issues and geography of the Bay-Delta region and the CALFED Program's issues and institutional history and development as well as an ability to work with scientists of the stature invited to serve on the board or panel.

Upon execution of this Contract, and in coordination with task orders issued under previous agreement (No. 4600001642) ABAG shall:

- Establish pool of scientific experts -- These individuals will be considered national and international experts in academic research in fields directly

- related to CALFED, have high quality research publication records, and will, preferably, have extensive experience in large environmental and resource management programs. The level of experience of these individuals will be comparable to full-professor in an academic institution, a senior executive in a mid-size company, a senior scientist with a non-governmental organization, and/or a director of a large non-profit, philanthropic, or public organization.
- Provide recommendations; when CSP identifies specific areas of need, ABAG will review specifics and provide CSP with recommendation (in writing or email) addressing specific need
 - Collaborate with CALFED Lead Scientist/Deputy Director for selection and final approval
 - Develop individual Scope of Works (SOW) for experts. SOW to include identification of tasks with deliverables, timeline for completion and corresponding budget
 - Negotiate subcontract; prepare subcontracts specific to the technical aspects of CALFED Programs and the science issues underlying policy decisions
 - Monitor deliverables -- Monitor and review subcontract documentation and deliverables; submit to CSP Science Program for review and final approval
 - Coordinate with CSP Deputy Director for the dissemination of scientific findings and updates via the Science Program website
 - Administer subcontracts as outlined in Attachment I of this Exhibit.

Schedule and Deliverables:

Electronic copies of draft agreements for scientific board and experts will be provided to the CSP Deputy Director upon completion of the final draft; final agreements to be provided within 10 days of agreement execution by ABAG. Electronic programmatic and fiscal reports will be provided quarterly during the term of the contract (January 15, April 15, July 15, and October 15). Electronic copies of draft and final written reports and reviews completed under subcontract agreements are to be provided to CSP within 10 days of receipt by ABAG.

Task 2. Organize, Manage and Provide Scientific Technical and Administrative Support by Expert Advisors, Scientific Investigators, and Other Technical Researchers; Provide Logistic and Other Support Services

The CSP is not directly involved in making regulatory decisions, but rather in ensuring that CALFED, and the CALFED Agencies, are incorporating the best available knowledge into activities and decisions that are made, as well as continuously working toward narrowing scientific uncertainties, bettering knowledge, and advancing the debate.

ABAG staff will continue to provide scientific expertise to the Science Boards, utilizing technical researches, expert advisers and scientific investigators. Meeting logistics and technical and graphic editing expertise to the Science Program for the work of the Science Board, expert panels or boards and individual scientific and technical research

experts will also be provided. This work requires familiarity with the Science-related and CALFED Programs' issues as well as an ability to work with scientist of the stature invited to serve on expert panels and boards.

Upon execution of this agreement, and in coordination with task orders issued under previous agreement (No. 4600001642), ABAG shall:

- Work collaboratively with the CSP Lead Scientist and/or Deputy Director and in coordination with CALFED Program Managers, to identify and contract scientific and technical research experts to address CALFED identified issues as they arise.
- Utilize experts to research and produce scientific documents, including status and trends reports, white papers, and management cues specific to the issues identified by the CSP Lead Scientist and/or Deputy Director for Science.
- Develop individual Scope of Works for experts. SOW to include identification of tasks with deliverables, timeline for completion and corresponding budget.
- Negotiate subcontract; prepare subcontracts specific to the technical aspects of CALFED Programs and the science issues underlying policy decisions.
- Monitor deliverables; monitor and review subcontract documentation and deliverables; submit to CSP Contract Manager for review and final approval.
- Administer subcontracts as outlined in Attachment I of this Exhibit.
- Provide technical and organizational support as needed, including:
 1. Coordinate meetings to develop the specific work of each group;
 2. Develop and distribute materials for each meeting;
 3. Manage draft products and the input from members to those drafts;
 4. Post updates and manage information electronically via Science Program web page.
 5. Foster coordination between the Lead Scientist, CSP Deputy Director, Authority staff, and the scientific expert or chair of the Board or panel; and
 6. Logistical support including travel, arranging meeting facilities, and providing meeting documentation, and posting information on the Authority web page.

Schedule and Deliverables:

Electronic copies of draft agreements for experts will be provided to the CSP Deputy Director upon completion of the final draft; final agreements to be provided within 10 days of agreement execution by ABAG. Electronic programmatic and fiscal reports will be provided quarterly during the term of the contract (January 15, April 15, July 15, and October 15). Electronic copies of draft and final written reports and reviews completed under subcontract agreements are to be provided to CSP within 10 days of receipt by ABAG.

Task 3. Coordination and Management of Peer Review

ABAG, in collaboration with the Science Program, will coordinate and manage the peer review of data and interpretive reports either funded by or of critical importance to the CALFED Program. ABAG will also manage the peer review process for proposals

solicited by CALFED Programs. Management of these peer review processes requires a familiarity with the Science-related CALFED issues and the ability to work with scientists of a national stature.

Upon execution of this Contract, and in coordination with task orders issued under previous agreement (No. 4600001642) ABAG shall:

- Work collaboratively with the CSP Lead Scientist and/or Deputy Director to identify and obtain qualified scientific experts for peer reviewers.
Responsibilities include:
 1. Develop and maintain an extensive (national) contact listing for scientific experts who may be appropriate peer reviewers.
 2. Maintain a central clearinghouse system for any Authority staff to ask for help obtaining peer reviews;
 3. Develop and maintain linkage with Science Program website;
 4. Manage peer review, as requested by Authority staff. Contact peer reviewers to review particular products;
 5. Obtain conflict of interest declarations from peer reviewers to ensure a peer reviewer has no financial interest in the project
 6. Consult with the CSP Deputy Director and ABAG Program Manager regarding any potential conflict of interest problems;
 7. Forward review packages to the peer reviewers; manage those contacts, including payment for reviews where appropriate;
 8. Provide specific and summary peer review information back to the Authority;
 9. Work with CSP Deputy Director and ABAG Program Manager to resolve any potential conflict of interest questions;
 10. Coordinate with the ABAG staff managing the solicitation database to file and store peer reviews in the system; and
 11. Administer subcontracts as outlined in Attachment I of this Exhibit.

- Design, manage and coordinate the Peer Review Process for science related CALFED solicited proposal. Responsibilities include:
 1. Identify and establish mechanism for obtaining the expertise of Peer Review Process Administrator for proposal solicitation;
 2. Monitor and manage Peer Review Process Administrator responsibilities including:
 - A. Utilize the established contact listing for scientific experts;
 - B. Identify appropriate peer reviewers based on specific scientific backgrounds;
 - C. Manage the review process as described in steps 4-8 above.
 3. Administer Peer Review Process Administrator subcontract as outlined in Attachment I of this Exhibit.

ABAG will work closely with the CSP Contract Manager to ensure that no peer reviewer evaluates a proposal that he/she has a financial interest in.

Schedule and Deliverables:

Electronic copies of draft agreements for design and management of the peer review clearinghouse will be provided to the CSP Deputy Director upon completion of the final draft; final agreements to be provided within 10 days of agreement execution by ABAG. Electronic programmatic and fiscal reports will be provided quarterly during the term of the contract (January 15, April 15, July 15, and October 15).

Task 4. Organization, Administration and Technical Support for CALFED Scientific Research Projects

ABAG has a long history of involvement in collaborative ecosystem management activities. As the lead agency in developing the Environmental Management Plan for the San Francisco Bay Area, ABAG provided a comprehensive approach for managing the region's water quality, water supply, solid waste, and air quality.

The CSP is emphasizing interdisciplinary, multi-investigator studies of broad environmental processes and program performance. The goal is to build and strengthen the infrastructure for conducting science relevant to CALFED, and to foster the integration of science conducted by agency and research scientists. An overarching principle of the Science Program, outlined in the ROD, is adaptive management. Adaptive management is defined as using and treating actions as partnerships between scientists and managers, designing those actions as experiments with a level of risk commensurate with the status of those species involved, and bringing science to bear in evaluating the feasibility of those experiments. New information and scientific interpretations will be developed through adaptive management, as the programs progress, and will be used to confirm or modify problem definitions, conceptual models, research and implementation actions. In addition, the CSP implementation plan identifies basic research on ecosystem processes, research targeted towards adaptive management of CALFED actions, and analysis of existing data sets as areas needing investment.

Upon execution of this agreement, and in coordination with task orders issued under previous agreement (No. 4600001642) ABAG shall:

- When CSP identifies specific areas of need, ABAG will review specifics and provide CSP with recommendation (in writing or email) addressing specific need.
- In collaboration with the CSP Lead Scientist/Deputy Director, and appropriate CALFED Program Managers, select (either through a competitive solicitation or as a directed action with appropriate sole source documentation) specific research projects that accomplish the needed research tasks.
- Collaborate with CALFED Lead Scientist or Science Program Deputy Director and appropriate CALFED Program Managers for selection and final approval

- Negotiate specific science project subcontract; prepare task orders and subcontracts specific to the technical aspects of CALFED Programs and the science issues underlying policy decisions.
- Monitor deliverables -- Monitor and review subcontract documentation and deliverables; submit to CSP Science Program for review and final approval (in concert with other CALFED Program Managers); disseminate findings electronically via Science Program web page.
- Administer subcontracts as outlined in Attachment I of this Exhibit.

Schedule and Deliverables:

Electronic copies of draft agreements for specific research projects will be provided to the CSP Deputy Director upon completion of the final draft; final agreements to be provided within 10 days of agreement execution by ABAG. Electronic programmatic and fiscal reports will be provided quarterly during the term of the contract (January 15, April 15, July 15, and October 15). Electronic copies of draft and final written reports and reviews completed under subcontract agreements are to be provided to CSP within 10 days of receipt by ABAG.

Task 5. Document and Publish Biennial State of the Estuary Conferences' Scientific Research

The Biennial State of the Estuary Conference will be jointly sponsored by the CSP and many other State and Federal agencies and local organizations. The conference will be held biennially, beginning in 2005 of this contract. The biennial conference is a regular update to the community on the progress that has been made in carrying out the SFEP Comprehensive Conservation and Management Plan (CCMP). Because the CCMP shares many of the ecosystem restoration and resources management goals as the CALFED Bay-Delta Program, a coordinated effort to inform the public as well as agency staff on scientific progress is needed.

Upon execution of this agreement, and in coordination with task orders issued under previous agreement (No. 4600001642), ABAG shall:

- Work collaboratively with the CALFED Lead Scientist/Deputy Director on the conference advisory committee, with the goal of ensuring that the main areas of scientific research funded by CALFED, other studies of the Bay-Delta watershed ecosystem nearing completion, and studies relevant to major CALFED Program areas as well as the Bay Area audience (such as urban water use efficiency) are represented in the corresponding conference program. The Estuary Conferences will have a plenary session format and will include formal poster sessions and post-presentation opportunities for discussion amongst attendees.
- Require the submission of abstracts (in electronic document formats) with all accepted posters
- Coordinate with web master for posting on CALFED Science Program web site

- Request submission of presentation summaries from the presenters, develop a master conference information summary, facilitate presenters' review of summary information for factual accuracy
- Arrange for conference to be recorded and transcribed
- Develop layout and graphic design for conference report including appropriate photos, tables and graphs, two-color, approximately 60-80 pages
- Combine reviewed master summary and a list of posters into a conference report, and submit the draft written report to the CSP 6-8 months following the conference and the final report, including graphic design and layout, to be submitted to the CSP 9-12 months following the conference.
- Print 2000-3000 copies of conference report and distribute to conference attendees, Science Program participants, and others as requested.

Schedule and Deliverables:

Electronic copies of conference abstracts and an electronic list of recipients of the conference report will be provided to the CSP Deputy Director three (3) months following the conference. A draft copy of the conference report will be provided to the CSP Deputy Director six (6) to eight (8) months following the conference. A final printed and electronic copy of the conference report will be provided nine (9) to twelve (12) months following the conference. Electronic programmatic and fiscal reports will be provided quarterly during the term of the contract (January 15, April 15, July 15, and October 15).

Task 6. Organize and Implement CALFED Science Conference in Sacramento

The purpose of the CALFED Science Conference is to inform agency staff and stakeholders about the latest information from scientific work funded by or in support of the CALFED plan. The CALFED Science Conference will be held biennially, beginning in 2006 of this contract. The conference will be organized with at least one plenary session and a series of concurrent sessions, each session organized around a specific scientific theme of critical importance to CALFED. As in prior years, it will be held in Sacramento. ABAG has organized conferences, workshops and symposia on varied and diverse topics related to the CALFED plan, including the first CALFED Science Program Conference in October 2000.

Upon execution of this agreement, ABAG shall provide the following services for each of the Science Conferences:

- Work collaboratively with the CSP Deputy Director to identify and invite qualified individuals to serve on the advisory committee for each conference.
- Provide support for the advisory committee during planning and implement the committee's overall plan for the conference structure. Activities will include organizing committee meetings, identifying and working with session chairs to select, contact, and confirm presenters for each topic area, and organizing the plenary session.

Participant Contact and Organization:

- Work with the advisory committee and CSP staff to develop schedule/timeline, themes
- Assist advisory committee with organizing session chairs, call for papers, session chairs' review of papers and setting up conference web site
- Assist advisory committee with contacting presenters identified for plenary session at the earliest possible date, for availability and willingness to participate, and provide logistical support for presenters
- Provide any necessary staff support for special arrangements such as the development of a joint presentation between two or more presenters

Attendance:

- Prepare and distribute save-the-date and/or email early notice of the conference to the CALFED mailing list (to be provided as an ACCESS database)
- Prepare, print, and distribute conference advertisements and send registration information to all requesters
- Assist as requested with setting up web site for registration and conference information
- Contact and arrange for travel for out-of-area presenters requested by the coordinating committee
- Research and reserve blocks of hotel rooms for attendees from out of town
- Research and provide public transportation information on major routes to attendees
- Develop and distribute registration brochure using CALFED mailing list
- Organize and manage conference registration and associated registrations fees
- Respond to public inquiries about the conference during planning year

Media Outreach:

- Prepare and implement press plan in coordination with the Authority public information office and CSP
- Prepare press briefing materials and press releases in close coordination with the CSP

Facility, Set-Up and Clean-up:

- Reserve and rent facility, arrange for set-up and clean-up
- Rent and arrange for set up of audio visual equipment (computer projector, slide projector, overhead, and any other special requests from presenters)
- Rent and arrange for set up of poster boards and poster viewing area
- Arrange for catering of food and refreshments per registration requests
- Organize two poster social events the first and second nights of the conference
- Organize staffing for event days (10-20 volunteers needed)
- Organize and produce conference packets per direction of coordinating committee

Documentation/Conference Report:

- Require the submission of abstracts (in electronic document formats) with all accepted presentations and posters
- Coordinate with web master for posting on Science Program web site
- Request submission of presentation summaries from the presenters, develop a master conference information summary, facilitate presenters' review of summary information for factual accuracy
- Arrange for recording and transcription of the conference sessions
- Edit the transcripts and presentation summaries into a master conference information summary
- Organize and allow presenters to review the summary information for factual accuracy
- Combine reviewed master summary and poster abstracts into a conference report, including graphic design and layout.
- Develop layout and graphic design for conference report, including appropriate photos, tables and graphs, two-color, approximately 200-300 pages
- Print 2000-3000 copies of conference report, distribute to conference attendees, Science Program participants and others as requested.
- Make report available on web site

Accounting and Project Management:

- Manage invoices, deposits, accounting and reports
- Provide project management
- Provide a final summary report on conference, using evaluations from attendees

Schedule and Deliverables:

Facility reservation and conference planning schedule will be provided one year prior to the conference. The draft and the final call for papers will be provided promptly following approval by the organizing committee. Programmatic updates will be provided every 60 days. Draft and final copies of flyers, advertising, brochures, and web site will be provided within ten (10) days after concurrence by organizing committee. A media plan will be provided three (3) months prior to the conference. Draft conference report will be provided three (3) to four (4) months following the conference. Final conference report will be provided five (5) to six (6) months following the conference. Quarterly electronic fiscal and programmatic reports will be provided during the term of the contract (January 15, April 15, July 15, and October 15).

Task 7. Organize, Manage and Provide Technical and Administrative Support for Scientific Workshops

The Science Program anticipates organizing six to eight workshops annually during the term of this Contract. The conference topics and timing of the workshops will be determined collaboratively by the CSP and other appropriate CALFED Program Managers and ABAG and will include the Environmental Water Account (EWA) Workshop and other topic oriented workshops such as mercury, wetlands, Suisun March, etc. At the direction of, and in consultation, with the CSP Deputy Director, ABAG will perform the following tasks for Science Program Workshops:

- Contact workshop participants selected collaboratively by the ABAG and the CALFED Lead Scientist, in collaboration with CALFED Program Managers
- Retain workshop participants through subcontract
- Schedule workshop meeting dates
- Locate, reserve, and pay for meeting facilities
- Prepare and distribute workshop information packets
- Collate and distribute other workshop information as needed
- Arrange and pay for workshop participant travel in compliance with State law
- Document workshop proceedings and provide to the CSP Contract Manager
- Edit for scientific content, distribute and publish written products from workshops; coordinate electronic distribution via Science Program web page.
- Provide financial accounting for all workshop costs and payments
- Negotiate subcontracts, for workshop participants not already retained by ABAG through a subcontract; prepare task orders and subcontracts specific to the technical aspects of Science Program workshops.
- Administer subcontracts as outlined in Attachment I of this Exhibit.

Schedule and Deliverables:

A workshop planning schedule will be provided within ten (10) days of the specific workshop request by the CSP Contract Manager. Workshop logistics information will be provided promptly following the completion of each workshop subtask according to the workshop planning schedule.

Draft and final workshop participant subcontracts will be provided to the CSP Contract Manager upon completion. Final subcontracts will be provided within ten (10) days of subcontract execution by ABAG but not later than the start of the workshop as identified in the Workshop Planning Schedule.

Draft and final meeting records will be provided within 30 days following the meeting. Electronic copies of draft and final written reports and reviews (provided under subcontracts) will be provided within ten (10) days of receipt by ABAG. Electronic quarterly fiscal and programmatic reports will be provided during the term of the contract: January 15, April 15, July 15, and October 15.

Task 8. Science Program Communication Support

The purpose of this task is to provide communication support for the Science Program. ABAG will continue to support management and design services for the digital technical journal, communicate scientific information to multiple audiences through the Estuary newsletter, and provide the technical, editorial, design, and administrative support necessary to regularly inform the public and CALFED community about Science Program activities and advances in the state of science knowledge.

Task 8A: CALFED Science Program Digital Technical Journal

The Science Program has established an on-line digital technical journal (San Francisco Estuary and Watershed Science <http://repositories.cdlib.org/jmie/sfews>) in cooperation with the California Digital Library, UC Davis and the Bay-Delta Science Consortium, as a vehicle for publishing reports and peer reviewed interpretive studies conducted by or of interest to the CALFED community. The editors for this journal, Dr. Fred Nichols and Dr. Jim Quinn, were selected through a competitive solicitation process. ABAG will continue to utilize the expertise of these editors for the journal. The California Digital Library will continue to archive the journal files for publication.

Upon execution of this agreement, and in coordination with task orders issued under previous agreement (No. 4600001642) ABAG shall:

- Continue to develop and implement the technical journal,
- Work with the above-named editors to solicit, obtain, and review material for publication
- Provide design and layout for the journal to communicate scientific technical information to scientific audiences
- Facilitate administration of honoraria for journal articles
- Administer subcontracts for journal editors as outlined in Attachment I of this Exhibit.

Schedule and Deliverables:

Electronic copies of subcontracts with editors and designers will be provided promptly following execution by ABAG. Refinement of the web publication design will be provided throughout the term of the contract. Electronic copies of the published volumes will be provided throughout the term of the contract. Electronic quarterly fiscal and programmatic reports will be provided during the term of the contract: January 15, April 15, July 15, and October 15.

Sub-Task 8B: Special Editions and Inserts in Estuary Newsletter

The SFEP (ABAG staff) publishes the bimonthly *Estuary* newsletter, which contains updated information on aquatic resource management issues.

Upon execution of this agreement, and in coordination with task orders issued under previous agreement (No. 4600001642), ABAG shall:

- Provide up to six special inserts per year, inserts should be based on issues identified collaboratively by ABAG and the CALFED Lead Scientist and/or CSP Deputy Director.
- Inserts should include research, reporting, editing, layout and graphics, printing, and mailing
- Inserts will be part of the regular *Estuary* distribution (approx. 4000 copies) and as a stand-alone product to a separate CALFED mailing list (approx. 5000 copies printed and mailed).

Schedule and Deliverables:

A draft copy of each insert will be provided no less than 30 days prior to Estuary issue printing deadline. Electronic and printed copies of final inserts will be provided no more than 14 days after Estuary printing. Electronic quarterly fiscal and programmatic reports will be provided during the term of the contract: January 15, April 15, July 15, and October 15.

Task 9. Facilitation and Organization Support for the Bay-Delta Science Consortium

The Bay-Delta Science Consortium (hereafter referred to as The Consortium) has been formed by a broad group of government, university and private agencies that currently conduct monitoring, research and outreach activities that focus on the health of the Bay-Delta. The Authority has entered into a "Memorandum of Understanding with Regards to the Bay-Delta Science Consortium" which formalizes the collaboration and cooperation efforts of the participants in pursuit of Bay-Delta scientific research. The Consortium's activities will benefit the public and CALFED by promoting scientific coordination and reducing overlap among monitoring and research activities in the Bay-Delta.

Upon execution of this contract, and in coordination with task orders issued under previous agreement (No. 4600001642), ABAG shall:

- Work collaboratively with the CSP Deputy Director to identify and obtain the Consortium senior executive director, research coordinator and other specified individuals or entities responsible for the following:
 - Develop organizational structures and funding sources for the Consortium;
 - Identify Bay-Delta science questions that can be addressed by consortium members and facilitate collaboration of members to address these questions;
 - Build and enhance communication between Consortium members about study and resource-sharing opportunities, and facilitate communication with the broader science community regarding Consortium activities.
- Provide technical/organizational support for Consortium meetings and conferences.
- Assist with the design and infrastructure management of the Consortium website.
- Administer Consortium specific subcontracts as outlined in Attachment I of this Exhibit.

**Bay-Delta Science Consortium
Members**

The CALFED Science Program
The California Department Of Fish And Game
The California Department Of Water Resources
California State University, Hayward
City of Rio Vista
The United States Fish And Wildlife Service
The United States Geological Survey
The United States Bureau Of Reclamation
The United States Environmental Protection Agency
The Big Break/Delta Science Center
The University Of California, Davis Watershed Center
The San Francisco State University Romberg Tiburon Center
The San Francisco Estuary Institute
The Natural Heritage Institute
Point Reyes Bird Observatory

Schedule and Deliverables:

Electronic copies of draft subcontracts will be provided to CSP Deputy Director upon completion. Final subcontracts will be provided to CSP Deputy Director within ten (10) days of subcontract execution. Electronic copies of draft and final written reports and reviews provided under subcontract agreements will be provided within ten (10) days receipt by ABAG. Electronic quarterly fiscal and programmatic reports will be provided during the term of the contract: January 15, April 15, July 15, and October 15.

Scope of Work - Attachment I

Subcontract Administration

1. In coordination with the CSP Deputy Director, prepare and enter into subcontracts with individuals or entities identified collaboratively by ABAG and the CSP Deputy Director. A sample form subcontract for ABAG's use is attached as **Exhibit XX** to this Contract. CSP Deputy Director will review and approve draft subcontracts including scopes of services and subcontract budgets prior to their execution by ABAG.
2. Administer complex scientific subcontracts with scientific experts. This obligation includes the following elements:
 - a. Coordinate requests for subcontract amendments with CSP Deputy Director, communicating relevant information between Science Program staff and scientific experts.
 - b. Review subcontract invoices against subcontract and subcontract Task Order and forward invoices to CSP Contract Manager for approval.
3. Obtain conflict of interest declarations from scientific experts to ensure the expert has no financial interest in any proposal they may be evaluating. ABAG shall work closely with the CSP Deputy Director to ensure that no expert evaluates a proposal that he/she has a financial interest in. The conflict of interest declaration form that shall be used by subcontractor is attached hereto as **Attachment XX to this Exhibit**.
4. Consult with CSP Deputy Director regarding any problems, disputes, claims, actions, or litigation related to subcontracts.
5. Respond to reasonable requests from CSP staff for information about individual projects or groups of projects.
6. Provide quarterly fiscal and project reports to CSP Deputy Director on all subcontracts.
7. Provide all labor, materials, and incidentals necessary for preparing and managing subcontracts.



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Agenda Item: 12-5B.1

Meeting Dates: August 11 and 12, 2004

**CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION 04-08-08**

**AUTHORIZING THE DIRECTOR OR DESIGNEE TO ENTER INTO
A CONTRACT WITH THE ASSOCIATION OF BAY AREA GOVERNMENTS**

WHEREAS, one of the core functions the Science Program plays in the overall CALFED effort is to provide technical advice on regulatory and management issues and to assure that a body of knowledge develops to narrow uncertainty; and

WHEREAS, the Association of Bay Area Government (ABAG) currently provides scientific expertise, technical and communication support to the Science, Drinking Water Quality and Ecosystem Restoration Programs through a three-year \$23 million contract; and

WHEREAS, the existing ABAG contract will expire on May 30, 2005; and

WHEREAS, the proposed contract will continue a long-standing working relationship by engaging a collaborator that has a strong and positive history of working with many CALFED agencies in support of the CALFED Program and can provide continuity for existing projects; and

WHEREAS, the proposed contract could provide for additional collaborative research projects aimed at high priority information needs outlined in the Science Program Multi-Year Program Plan, science agendas and requests for proposals; and

WHEREAS, the proposed contract will take effect May 1, 2005;

NOW, THEREFORE, BE IT RESOLVED that the California Bay-Delta Authority authorizes the Director or his designee to enter into a contract with the ABAG in order to continue the high level of scientific research, communication efforts and management assistance that the Science Program has developed over the last three years, for an amount not to exceed \$24 million, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Authority held on August 11 and 12, 2004.

Dated: _____

Heidi Rooks

Assistant to the California Bay-Delta Authority